



**Small Forest Landowner Specialist**  
**Forest Practices Division**  
**Recruitment #2007-03-6583**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at [www.dnr.wa.gov](http://www.dnr.wa.gov)

<b>Job Classification:</b>	Natural Resource Specialist 3
<b>Type of Position:</b>	This is a permanent position (This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment. )
<b>Monthly Salary Range:</b>	\$ 3,371 - \$4,315
<b>Benefits Package:</b>	Health and dental insurance, retirement pension, vacation, sick leave and holidays
<b>Posting Date:</b>	March 14, 2007
<b>Closing Date:</b>	April 4, 2007
<b>Location:</b>	Olympia, WA

**POSITION PROFILE**

This position supports the DNR mission and goals through the Forest Practices Small Forest Landowner Office (SFLO) Programs. This position will initiate, acquire and manage external funding projects for the Family Forest Fish Passage Program (FFFPP) and other SFLO programs. This position is the lead for public outreach for small forest landowners regarding the SFLO programs. This position will develop the educational materials for the SFLO. The geographic work area for this position is throughout Washington State.

**REQUIRED POSITION QUALIFICATIONS**

- Experience working in a natural resource program providing services to the public
- Demonstrated experience soliciting, acquiring and managing grants
- Experience managing website content and updates
- Experience in facilitation
- Excellent written and verbal communications skills
- Conveys messages clear and persuasively

**DESIRED POSITION QUALIFICATIONS**

- Experience working with small forest landowners
- Experience in grant budget management
- Experience in forming collaborative partnerships
- Knowledge in general forest management theory/practices, silviculture
- Excels in high demand environment

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. **Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply.** Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

## SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at time of hire.
- Must have a valid driver's license and at least two years of driving experience.
- The work will be primarily in an office setting.
- Public meetings may take place on weekends or in the evening.
- Travel will be required with over night travel a few times a month. A vehicle will be available when needed.
- Office work is done at an open work station (i.e., "cubicle") in the Forest Practices Division's work area at the Natural Resource Building in Olympia. This workstation is subject to background noise such as nearby conversations and "white noise" generated by the heating and air conditioning system.
- Normal work schedule will be Monday- Friday.

## WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

## APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your cover letter how you learned of this opportunity.
- A resume
- A completed application – [www.dnr.wa.gov/jobs/stateapp.doc](http://www.dnr.wa.gov/jobs/stateapp.doc)
- An online voluntary [Applicant Profile Questionnaire](#).
- Finalist will be asked to provide a driving abstract issued from the state they are currently licensed in.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

### E-mail (preferred method)

[dnrrecruiting@wadnr.gov](mailto:dnrrecruiting@wadnr.gov)

### US Mail

Roberta Searles, HR Recruiter  
Department of Natural Resources  
PO BOX 47033  
Olympia, WA 98504-7033

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**NOTE:** Please indicate **Small Forest Landowner Specialist, Recruitment #2007-03-6583** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Mary McDonald at (360) 902-1415 or e-mail us at [DNRrecruiting@wadnr.gov](mailto:DNRrecruiting@wadnr.gov).

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